

**NOTICE OF JOB ANNOUNCEMENT
CITY OF STEPHENVILLE**

POSTING DATE: February 10, 2016 **DEPARTMENT:** Public Works

JOB TITLE: Full-Time Utility Clerk

SALARY: \$ DOQ

BRIEF DESCRIPTION AND QUALIFICATIONS:

THE STEPHENVILLE PUBLIC WORKS DEPARTMENT is currently accepting applications for the position of **UTILITIES CLERK**. Applicants must be 18 years of age or older and have a high school diploma or GED. Requirements: Utility Clerk experience preferred, excellent communication skills, ability to handle citizen inquiries, proficient use of INCODE system a plus, Microsoft Word, Excel, photocopier, fax machine and other office equipment. Must be able to deal with the public on a daily basis. Applicants may be asked to run errands from time to time, required to answer phones, greet customers while providing professional customer service at all times.

City paid benefits include employee medical and dental, CareFlite, & Air-Evac for employee and all household members, TMRS retirement with city match 2:1 with a life insurance included, several voluntary benefits offered.

CONTACT: Applications are being accepted at City Hall located at 298 W. Washington St., Stephenville, TX 76401 or apply on-line at www.stephenvilletx.gov.

CLOSING DATE: Open until filled. Job opening may close without notice.